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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY****NPR 3600.3**Effective Date: November 04,  
2013Expiration Date: November  
04, 2018[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

**Subject: NASA Voluntary Leave Bank Program****Responsible Office: Office of Human Capital Management**[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Chapter7](#) |  
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## Chapter 6. Leave Bank Recipient

6.1 Only Leave Bank members shall become recipients of the Leave Bank.

6.2 Requests for leave from the Leave Bank shall be made electronically or in writing using the process outlined in this chapter.

6.3 If an employee is unable to submit a request, his/her supervisor or personal representative may make a request on the employee's behalf.

6.4 If the request is made in writing, it shall be submitted to the NSSC.

6.5 Each request for leave shall contain the following:

- a. The name, position title, and grade or pay level of the potential leave recipient;
- b. The purpose for requesting leave, including a brief description of the nature and severity of the Medical emergency;
- c. The number of hours requested;
- d. The beginning and approximate end date of the medical emergency (i.e., the anticipated duration of the medical emergency);
- e. The type of medical emergency (i.e., self or family);
- f. If the medical emergency is a recurring one, the approximate frequency of the medical emergency; and
- g. Appropriate medical documentation to support the request.

6.6 Notification of an employee's request will be generated electronically and provided to the NSSC, the employee, the approver of the employee's time and attendance, and the Center's Employee Relations Officer or Human Resources Officer designee.

6.7 Within 10 business days of receipt of a Leave Bank recipient request, the NSSC will provide to the Board a report of requests to be processed.

6.8 If the Board requires certification from more than one source, OHCM will coordinate direct payment or reimbursement for expenses associated with obtaining the additional certification. This does not pertain to reconsideration submissions.

6.9 The NSSC shall notify via e-mail the employee, the approver of the employee's time and attendance, and the Center's Employee Relations Officer or Human Resources Officer designee of the Board's decision (approval or denial) of the request for leave.

6.10 If the request is denied, the employee will be provided with:

- a. The reason for the denial of the request; and
  - b. Information pertaining to the right to request reconsideration.
- 6.11 The amount of leave approved by the Board will be entered into the FPPS system and will be available for use within WebTADS.
- 6.12 The medical emergency affecting a leave recipient shall be deemed to have been terminated if any of the conditions prescribed in 5 CFR Part 630.1010 have been met.
- 6.13 Annual leave withdrawn from the leave bank may be substituted retroactively for any period of leave without pay or used to liquidate indebtedness for any period of advanced leave that began on or after the date the Board has determined the medical emergency began.
- 6.14 An employee shall not submit a request for leave from the Leave Bank if more than 30 days have passed since the medical emergency terminated.
- 6.15 All leave, including accrued annual or sick leave, any advanced sick leave, or leave donated from the VLTP, must be exhausted prior to the use of annual leave granted by the Board.
- 6.16 Any leave not used upon termination of a medical emergency shall be returned to the Leave Bank.

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